

Information on the Science, Research and Publication Activities Office in the 2021/22 Academic Year

I

Register of Creative Activities – Publication Outputs

The rules and procedures for the registration, collection, administration, and use of data on achieved outputs are regulated in **Rector's Directive No. 24/2018 on Registration of Creative Activities at Charles University**, which covers:

- a) employees and students who participate (or should participate) in creative activities (“Authors”);
- b) grants, projects, and other sources of funding, in particular in the area of creative activities and innovation (“Register of Activities”); and
- c) creative outputs (“Register of Outputs”).

The Directive is available on the website of the Faculty of Law of Charles University in the Science – Documentation tab.

General information regarding the registration of outputs and the use of the OBD and RIV systems

The aim of this information is to provide an outline of the basic concepts and characteristics necessary to distinguish the mission and importance of these systems and to facilitate their use. The document does not aim to be a complete explanation of the philosophy of the OBD and RIV systems or a detailed manual; both systems have their own detailed documentation for this. It highlights the starting points for the initial orientation of persons entering records in the system and for enhancing the user-friendliness of the system.

Register of publications at Charles University

Information about publications can be searched on several levels in different database systems the contents of which partially overlap, but the purpose and mode of use of which differ.

1) Library catalogues

The library catalogues contain records of printed non-periodical and periodical publications, or other documents and media which are systematically added to the library collection in accordance with the library's profile and the policy of building its book, journal, documental, and factual collections, and which are stored, recorded, and made available there as primary documents.

Specifics

- The mission of the libraries and their catalogues is **not to exhaustively** list and process authorial publications created in relation to Charles University in the continuity of time.
- Cataloguing records primarily reflect **the names of books and journals** or other sources and media available in the library's collection. Libraries *selectively*, according to their focus, also process some publications analytically (i.e., they selectively create cataloguing records of selected articles from selected journals or proceedings, etc.).
- **Librarians handle the name and subject processing of records** according to international bibliographic rules and standards.
- Catalogues are intended for name and subject searches of sources, for carrying out researches, etc., with the option of subsequent access to documents from the collection.
- The content of the catalogues overlaps to a certain extent with the content of the OBD database; however, **the systems are not interconnected and the records cannot be exported and transferred to RIV.**

This document is not intended to present the catalogue system of Charles University libraries and Czech research libraries.

2) OBD

OBD is a database system of Charles University, with modules for the University's individual faculties, which is designed to record and evaluate the professional publishing activities and other outputs and results of the professional activities of "domestic authors" of Charles University, i.e., authors who are in an employment or study relationship at a particular faculty of Charles University in the year of issue of a publication. It allows to record, sort, present, analyse, and evaluate in terms of quality and quantity the **relatively comprehensive** publishing activities of individuals and teams, departments, institutes, and faculties of Charles University in annual time periods as one of the manifestations of their professional level and competence.

Specifics

- It includes records of domestic and foreign publications of various formats and types without a user guarantee of physical access to specific printed primary sources; *it may include links and references to electronically available sources, or scans and full texts of publications as an appendix.*
- **The records are entered** into the system under specified conditions **by the authors themselves** (or, if agreed with them, by authorised persons). It is the responsibility of the authors to enter in the system everything that they have published in a given year and that they consider important in terms of presenting their professional activities within the framework of their work at Charles University – the system can be accessed at: <https://www.prf.cuni.cz/evidence-publikacni-cinnosti-1404053080.html>.

- The focus of the database is on the most detailed analytical lists of author records of books (including co-authorship), articles, treatises, chapters in books, lectures, presentations, etc.
- The system enables the insertion, sorting, and searching of records according to a detailed formal breakdown of different forms, types, and subtypes of publications (literary forms), publication outputs, other sources, and professional activities, as well as according to the institutional affiliation of authors and the required time period.
- It is not primarily intended for subject searches; it does not guarantee the availability of the primary source for further study.
- It is a realistic reflection of the scope and focus of the creative activities and expertise of individual authors and teams at Charles University.
- **OBD is interconnected with the Student Information System, in which the information on registered publications for the purposes of evaluation of the fulfilment of the study programme and the annual curriculum of each student is uploaded.**

One of the OBD application modules is designed to select and export data to the national RIV information system.

3) RIV

The National Register of Information on Science and Research Outputs operated by the Research, Development, and Innovation Council of the Government.

It gathers information on the results of research and development projects and research intentions supported from public funds under Act No. 130/2002 Sb., on Support for Research, Experimental Development, and Innovation.

Information about records stored in the RIV system can be found on website of the Information System for Research, Development and Innovation at <https://rvvi.cz/riv>.

Specifics

- Records of publications from the OBD system, sorted according to the criteria corresponding to the purpose of the Register and determined in the effective Guidelines for the Evaluation of Outputs of Research Organisations and Evaluation of the Outputs of Closed Programmes, are selectively exported in batches to the RIV database, for the purposes of fulfilling the characteristics of a publication as an output of research, development, and innovative scientific and research activities.
- The publications being entered must **meet substantive and formal requirements** which commonly apply to guaranteed **professional scholarly publications** (ISBN or ISSN, form, structure, objectives, methodology, independent and verifiable peer review proceedings, work with references and citations, annotations/glossary, foreign language abstract, keywords, author affiliations, etc.)
- The publications entered in the RIV system are checked and assessed at specified intervals and under precisely specified conditions set out in the RIV Guidelines by members of field-

specific expert panels appointed by the Research, Development, and Innovation Council of the Government.

- RIV ratings achieved are one of the grounds for the provision of grants for science and research to academic and scientific research institutions.

Details regarding the systems, manuals on how to use the OBD system and how to enter publications, as well as methodological assistance and support will be provided by the Faculty OBD Coordinator upon request: Mgr. Jan Šumbera, Room number 121, e-mail sumberaj@prf.cuni.cz, phone number 221 005 384.

4) OPEN ACCESS

Charles University is committed to supporting the OPEN ACCESS publishing model, the purpose of which is to maximise access to scientific outputs to both the professional and lay public. The main goal of Open Access is to ensure immediate, gratuitous, permanent, and unrestricted access to scientific outputs.

There are two basic Open Access models:

GOLD ROUTE

- Publishing in peer-reviewed scientific journals
- Open Access is secured by the Publisher.
- There are publication fees associated with this model (they can be funded from a grant or a research project budget).
- To find a suitable Open Access scientific journal, the following website can be used: [DOAJ](http://doaj.org)

GREEN ROUTE

- A traditional mode of publication in a journal and self-archiving in an open repository.
- Open Access is secured by the author.
- It is necessary to check the conditions of the licence agreement.
- Publications can be saved and made available, for example, at [OpenDOAR](http://open.doar.org), [OpenAIRE](http://openaire.org), or [Zenodo](http://zenodo.org)

We will be delighted if you are interested in this way of practicing science. We are happy to provide you with details on the different Open Access models, to advise you on **how to avoid predatory journals and conferences**, and to help you **manage your research data when writing scholarly papers** so that you can revise them more easily, avoid the risk of data loss when writing papers, and contribute to the advancement of global research through sharing and the concept of open science.

More information can be found on the website of the Centre for the Support of Open Science of Charles University (<https://openscience.cuni.cz/OSCI-1.html>); alternatively you can email your queries to jonasova@prf.cuni.cz. **Open Access Week will be held** between 25 and 31 October 2021, during which details on this topic will be presented.

II

General Information Regarding the Identification of Authors

It also follows from the Rector's Directive that within the framework of the register of identifiers under Article 5 of said Directive, authors are obliged to ensure the creation and recording of their identifiers (ORCID) into the register in the IS Věda System, be it personally or with assistance of a coordinator at the faculty or other unit, on the day of the first entry of an output into the register of outputs, and in the case of employees and postgraduate students no later than within two months of the beginning of the employment or study relationship with the University.

In addition, the author of the output is responsible for entering the records of the outputs (publications) into the OBD module.

Information regarding the creation of an ORCID account

All information about ORCID and visual instructions on how to create an account and work in your profile can be found at: <https://knihovna.cuni.cz/identifikatory/>.

An ORCID ID can be easily obtained by creating a personal account on the ORCID.org website at <https://orcid.org/register>. A Czech version is also available. Creating the account itself is similar to creating a Facebook or LinkedIn account and takes only a few minutes. Each author must set up their account individually, because the authentication and confirmation of data during the creation of the account is done through one's personal email address. Access to the account can be linked to a login to the University's CAS UK-based systems, but this is not a requirement. Before starting to create an account, instructions can be viewed on the University website provided above.

When setting up an account, authors from Charles University will include the English version of the affiliation pursuant to Appendix 2 to the Constitution of Charles University, and they will also include in their profile the English version of the department name, i.e., in our case: Affiliation: **Charles Univ**, Department: **Fac Law**.

The first phase is mainly about the creation of personal accounts and their entry into the IS Věda module.

The subsequent long-term phase is the individual work of each scholar with their account profile.

THE PURPOSE OF ORCID

ORCID is a unique permanent international identifier for an author. It consists of a numeric code which uniquely identifies scholars and academics, and enables linking the identity of a scholar to their publications, institution, and other personal identifiers; it eliminates errors and duplications in databases, enables searches for author's publications irrespective of the variation of the registered name of the publication, helps to provide the unambiguous identification of

authors who have the same names or authors whose surnames have changed (e.g., if the author gets married), eliminates the existence of cultural differences in the order of the components of a person's name (e.g., Javier Ángel Encinas Pena), eliminates the inconsistent use of abbreviations (e.g., Veverka, J.; Veverka, Jan), the use of different character sets, typos, etc. The ORCID record does not contain any sensitive information. What is needed to enter a record is the name, e-mail, and the appropriate institution/organization (affiliation). ORCID provides a privacy management tool. The author themselves controls which data is publicly available (visible).

Using ORCID, a scholar can present and manage their profile, including updated publications, and create their professional profile on this international platform. Each author selectively adds their publications (books, chapters in books, articles, treatises) to their ORCID account.

ORCID records can be directly imported from the Web of Science and Scopus databases. In addition, the BibTex application has been finalized, enabling the export of data from OBD to ORCID.

An ORCID identifier is frequently required by providers of grants in the case of research project investigators (e.g., UNCE).

The primary requirement and prerequisite is that the author has entered their publications, which they created during their time (study) at the Law Faculty of Charles University, in the OBD system.

Publication records that are already entered in the OBD system do not need to be recreated and can be imported into the ORCID account.

Procedure for exporting OBD records to ORCID

- 1) Log in to OBD and use the filter criteria to select which of your records you wish to export to ORCID. A list of the records found will appear on the right side of the screen.
- 2) On the left side of the screen, at the top of the filter criteria column, click the **Exporty** button. A menu of various pre-defined exports will appear, with the **BibTex** button as the last item at the bottom of the set of fixed exports. Clicking it will create and download a verso_export.txt file from the selected records which you should save.
- 3) Log in to your ORCID account.

In the Works section, click on Add works, then Import BibTeX, then Choose file; select the saved txt file from OBD and load the data. Check and possibly manually correct the data if there is an error in any of the records that ORCID points out.

The coordinator at the Faculty of Law is **Mgr. Jan Šumbera**, phone number 221 005 384, e-mail sumberaj@prf.cuni.cz, Room number 121 on the first floor.

III

Involvement in Science and Research Projects

Involvement in scientific and research activities can take several forms:

- a PhD student can propose and do research in their individual topic through a call for proposals by the **Grant Agency of Charles University (GA CU)**;
- joining research teams in **Specific University Research (SUR)** or University Centres (UNCE) projects; and
- possible involvement in the **Cooperatio** programme on the recommendation of the supervisor.

GA CU

Since 1993, doctoral or master's students have been able to apply for funding for grant projects. Advantages include the possibility to work on the topic of one's own dissertation, to undertake trips abroad to collect material, to participate in conferences, etc. It is possible to claim editorial costs for the publication of the dissertation and, last but not least, to get funding for personal expenses in the form of scholarships.

From 1 October to 1 November 2021 it is possible to propose new projects which will commence in 2022. More information, including the call for proposals, can be found on the website of the Research Department and in the latest news at the following link: [Grantová agentura UK vyhlásila 19. kolo soutěže pro předkládání nových projektů | Právnická fakulta UK \(cuni.cz\)](#).

SUR

This is support for research carried out mainly by students in accredited programmes of study. It can be used to implement either a student project or a conference.

UNCE

The aim is to support and motivate young and promising academic and research staff; PhD students can join in existing projects.

COOPERATIO

It is a form of institutional support that serves to promote the development of the main research areas. Participants in the programme are mainly academics and researchers; the involvement of PhD students is also desirable. The programme will start on 1 January 2022, when it will replace the existing Progress programmes.